I CLAIM:

- 1. A system for capturing and preserving audio information comprising:
 - (a) a portable voice recording device comprising:
 - (i) microphone for receiving the audio information and for generating an electrical signal representative of the audio information;
 - (ii) an analog to digital converter for receiving said electrical signal from said microphone and for generating in response thereto a digital memory signal representative of said electric signal; and
 - (iii) memory signal transmission means operably associated with said analog to digital converter for transferring said digital memory signal from said voice recording device;
- (b) receiver means cooperatively associated with said portable voice recording device for receiving said digital memory signal therefrom, said receiver means comprising:
 - (i) a housing having at least one receptacle for receiving said portable voice recording device;
 - (ii) a computer disposed within said housing, said computer having a memory;

- (iii) memory signal receiving means for receiving said digital memory signal from said memory signal transmission means of said portable voice recording device;
- (iv) transmission means operably associated with said memory signal receiving means for transferring said digital memory signal to said computer; and
- (v) data transmission means operably associated with said computer for transmitting data stored therein; and
- (c) a remotely located processing means operably associated with said receiving means for receiving data therefrom and for producing a permanent record thereof.
- 2. The system as defined in claim 1 in which said memory signal transmission means comprises an infrared, bi-directional transmission component.
- 3. The system as defined in claim 1 in which said memory signal transmission means comprises an induction type transmission component.
- 4. The system as defined in claim 1 in which said portable voice recording device includes rechargeable batteries and in which said housing of said receiver means further includes charging means for charging said rechargeable batteries when said portable voice recording device is positioned within said at least one receiving compartment of said housing.

- 5. The system as defined in claim 1 in which said data transmission means of said receiver means comprises a modern.
- 6. The system as defined in claim 1 in which said data transmission means of said receiver means comprises an ethernet connection.
- 7. The system as defined in claim 1 in which said portable voice recording device includes a speaker for generating and emitting an acoustic signal.
- 8. The system as defined in claim 1 in which said remotely located processing means includes means for transcribing said digital memory signal into a written transcript.

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- 9. A system for capturing and preserving audio information comprising:
- (a) a plurality of portable voice recording devices, each comprising:
 - (i) a microphone for receiving the audio information and for generating an electrical signal representative of the audio information;
 - (ii) a digital to analog converter for receiving said electrical signal from said microphone and for generating in response thereto a digital memory signal representative of said electric signal; and
 - (iii) an infrared transmission component operably associated with said digital and analog converter for transferring said digital memory signal from said voice recording device;

- (b) receiver means cooperatively associated with said plurality of portable voice recording devices for receiving said digital memory signal therefrom, said receiver means comprising:
 - (i) a housing having a plurality of receiving compartments, each compartment being configured closely received one of said portable voice recording devices;
 - (ii) a computer disposed within said housing, said computer having a memory;
 - (iii) an infrared receiving component disposed proximate each said receiving component for receiving said digital memory signal from said infrared transmission component of said voice recording device disposed within said receiving compartment;
 - (iv) transfer means for transferring said digital memory signal from said infrared receiving component to said memory of said computer;
 - (v) transmitting means operably associated with said computer for transmitting said digital memory signal, said transmitting means comprising a modem; and

- (b) a remotely located processing means operably associated with said modem of said transmitting means for receiving said digital memory signal therefrom and for producing a permanent record thereof.
- 10. The system as defined in claim 9 in which said infrared transmission component comprises an infrared, bi-directional transmission component.
- 11. The system as defined in claim 9 in which said portable voice recording device includes rechargeable batteries and in which said housing of said receiver means further includes charging means for charging said rechargeable batteries when said portable voice recording device is positioned within said at least one receiving compartment of said housing,
- 12. The system as defined in claim 9 in which said the portable voice recording device includes a speaker for generating and emitting an acoustic signal.
- The system as defined in claim 9 in which said remotely located processing means includes means for a converting said digital memory signal into a written transcript.
- 14. A method of collecting and preserving information obtained using a portable voice recording device for recording dictation by the user and a receiving means for receiving the recorded dictation from the voice recording device and then transmitting it to a central processing area for transcription, the method comprising the steps of:

- (a) dictating into the portable voice recording device the information to be preserved to product recorded information;
- (b) periodically coupling the voice recording device with the receiving means to electronically transfer the recorded information to the receiving means to produce received information;
- (c) transmitting the received information from the receiving means to a central processing area;
- (d) transcribing the received information to produce a plurality of transcribed records; and
- (e) transmitting said plurality of transcribed records to the user for review and retention.
- 15. The method as defined in claim 14 in which the voice recording device includes rechargeable batteries and in which the method includes the further step of recharging the batteries by coupling the voice recording device with the receiving means.
- 16. A method of collecting and preserving medical information obtained by physicians using a portable voice recording device for recording dictation and a receiving means for receiving the recorded dictation from the voice recording device and then transmitting it to a central processing area for transcription, the method comprising the steps of:

- (a) following each medical examination and each medical procedure, dictating into the portable voice recording device the pertinent facts relating thereto to produce a plurality of recorded patient records;
- (b) periodically coupling the voice recording device with the receiving means to electronically transfer the plurality of recorded patient records of the receiving means;
- (c) transmitting the plurality of patient records from the receiving means to a central processing area;
- (d) transcribing the recorded patient records to produce a plurality of transcribed patient records;
- (e) transmitting said plurality of transcribed patient records to the physician for review; and
- (f) placing each of the reviewed transcribed patient records into the appropriate patient medical file.
- 17. The method as defined in claim 16 including the further step of periodically replaying at least a portion of the recorded patient records prior to coupling the voice recording device with the receiving means.